

**Alternate Assessment Update for 2005/2006 School Year**  
***Listserv Announcement 09 28 05***

For access to the alternate assessment application during the 2005/2006 school year, your Excel file must be updated or initiated by a special education administrator by November 15, 2005. Submit the Excel file to the ADE Support Center at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov) with a copy to [mdahl@ade.az.gov](mailto:mdahl@ade.az.gov).

The subject line of this e-mail must read:

*Name of your public education agency* Alternate Assessment Password Request FY 2006

**For example:**

Garden Unified School District Alternate Assessment Password Request FY 2006

The Excel file may be downloaded at <http://www.ade.state.az.us/ess/aims-a/>. Click on the Excel file for Password Request Forms.

To update the Excel file:

Add FY 2006 to the file name of your Excel file.

Under Comments, identify the names of the special education administrators and/or teachers to retain, delete, or add.

To initiate the Excel file at the teacher level:

The special education administrator must submit the information pertaining to teachers administering the alternate assessments. Give each teacher's name, phone, school sites by CTDS and name, and e-mail contact information. Request teacher-level access (to the alternate assessment application) in the Comments column.

To initiate the Excel file at the administrator level:

The special education administrator must submit the information pertaining to administrators or designees who will have access to the application. Give each administrator's or designee's name, phone, public education agency (PEA) by CTDS and name, and e-mail contact information. Request administrator-level access (to the alternate assessment application) in the Comments column.

For assistance, contact your ADE-ESS program specialist.